

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

August 7, 2008

Job Title:	Administrative Support	Position No.:	24608
Division:	Adult Community Corrections	Bargaining Unit:	MEA/MFT
Location:	Kalispell	Supplement:	Yes
Status:	Part-time/Permanent	Shift:	To be determined
Salary:	\$10.25/hr	Band:	3

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444- 4551 **email to** hrcen@mt.gov

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

No later than 5:00 p.m. August 21, 2008.

Special Information: Physical demands are minimal. Demanding working conditions may arise due to report deadlines, heavy workload and occasional contacts with dissatisfied clients, both in person and through telephone/written correspondence.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Maintains client and Department files using a personal computer with word processing and data base capabilities. Records pre-sentence reports, violation reports, progress/conduct reports, placement investigations, court petitions, hearing summaries and minutes, staff meeting minutes. The recording is done via computer and paper files and is done to ensure accountability of the Probation and Parole work assignments; sustains work; may record dictated, chronological notes into Probation/Parole Officer's messages, screens calls, communicates with callers to explain policy/procedures, requirements, services and program of work units using general knowledge of

agency; handles incoming and outgoing mail, reviews outgoing correspondence and reports for corrections, conformity and completeness; sets up appointments, provides local authorities with information, composes responses to routine material and procedural requests; written/verbal means of communications. Receives visitors and clients and directs them to proper staff; arranges appointments, interviews and meetings by contacting designated individuals; maintains calendar of events; schedules meeting rooms, prepares agendas; makes travel/lodging arrangements for staff by corresponding the appropriate individuals and institutions. Performs related duties as assigned.

Competencies:

Attention to Detail – Able to follow detailed procedures & ensure accuracy in documentation & data; concentrate on routine work details, organize & maintain a system of records.

Communication – Able to clearly present information through the spoken or written word; read and interpret complex information.

Initiative – Able to foresee and prepare for problems in advance; undertake additional responsibilities and respond to situations as they arise without supervision.

Team Work – Able to share due credit with coworkers; display enthusiasm and promote friendly group working environment; work closely with other divisions and departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.

Planning, Prioritizing, and Goal Setting – Able to prepare for emerging Bureau needs; manage multiple projects; determine project urgency in a meaningful and practical way; use goals to guide actions and create detailed action plans; organize and schedule tasks.

Decision Making and Problem Solving – Able to take action in solving problems while exhibiting sound judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Qualifications: Requires thorough knowledge of office management practices and procedures, business English, spelling composition and grammar. Considerable knowledge of the Corrections Department and its institutions and programs. General knowledge of state agencies and services, working knowledge of record keeping. Some knowledge of supervisory practices. Must have knowledge and ability to operate a personal computer with word processing and data base capabilities. Ability to maintain effectively working relations with division administrators, staff, other agencies and the public. Ability to work under pressure with accuracy. Should have a good memory and an ability to handle stress associated with dealing with clients and the public under deadlines. Must communicate effectively verbally and in writing. Must have the ability to prioritize workload and meet legal deadlines. Uses routine office equipment such as telephone, fax machine, typewriter, photocopier and calculator, as well as other general office equipment. Fast accurate typing and dictation required. Accurate proofreading skills required. Ability to deal effectively with administrative detail, complex and confidential information. Maintain effective working relationships with other managers, employees, other agencies, public and clients. Act with initiative, good judgment with minimum supervision. Follow written and oral instructions explicitly and to perform accurate and thorough work. Ability to take the initiative to facilitate work and make decisions independently.

Education and Experience: The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to high school diploma or general equivalency certification; one year of secretarial course work at a

college or technical school and three years of progressively responsible experience. Combinations of education and experience will be evaluated on an individual basis.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
4. Supplemental Answers.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

SUPPLEMENTAL QUESTIONS

Job Title:	Administrative Support	Position Number:	24608
Application Deadline:	August 21, 2008	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. This position requires considerable proficiency in the use of a personal computer. Please describe your experience utilizing Microsoft Office, (MS Word, MS Excel MS PowerPoint, & MS Access).
2. Working with felony offenders and a variety of probation and parole officers is a challenge. Discuss any experience, training or abilities you possess that will be an asset to this position.

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**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____